

City of Chattanooga, TN
Personnel Class Specification

Class code 0197

FLSA: Non-Exempt

CLASSIFICATION TITLE: CUSTODIAN

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform work in the general cleaning, maintenance and upkeep of buildings and grounds.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Performs custodial duties which include cleaning rest rooms and kitchen areas, vacuuming carpets, stripping and waxing floors, dusting tops of surfaces, washing windows, changing light bulbs, and performing other miscellaneous custodial duties associated with maintaining clean buildings and facilities.

Empties trash containers, gathers recyclable materials, and sweeps parking lots and exterior walkways.

Maintains inventory of all supplies required to perform the duties of the position; restocks paper products and other items in bathrooms.

Sets up and breaks down tables, chairs, stage, podium, audio/visual equipment and others equipment needed for special events; assists with loading and unloading trucks.

Reports need for and may assist with building maintenance and repair; may repair and/or assemble small appliances and equipment as required.

May run a variety of errands including, pick-up and delivery of inter-departmental mail, stamps, newspaper, and other supplies.

May make minor repairs and perform preventive maintenance on recreation equipment and facilities such as tennis courts and playgrounds.

May complete basic grounds maintenance tasks such as irrigating and trimming shrubs, mowing grass, and removing weeds.

May participate in removal of ice and snow from walkways and streets and other weather-related activities.

May perform various duties to facilitate truck usage including refueling, recording mileage, and switching from gas to diesel fuel.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by little or no previous experience or training; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to compile, assemble, copy, record and/or transcribe data according to a prescribed schema or plan. Includes judging whether readily observable functional, structural or compositional characteristics are similar to or divergent from prescribed standards, procedures or routines.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: May require the ability to use, operate, and/or handle small motorized equipment, such as a floor buffer and/or leaf blower.

Verbal Aptitude: Requires the ability to utilize a variety of reference data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division.

Functional Reasoning: Requires the ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

Situational Reasoning: Requires the ability to exercise judgment in situations characterized by repetitive or short cycle operations covered by well established procedures or sequences.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, rain, temperature and noise extremes, machinery, vibrations, electric currents, toxic agents, or pathogenic substances.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.